

# Departmental Trainee– A Career Change Process for State Employees Moving into Professional Careers

## Q: Who is eligible?

- Career, classified non-professional employees with status, who do not possess a bachelor's degree.
- The minimum experience requirements for the Departmental Trainee classification are:

ECP Group*	Minimum Requirements**
One	Four years of experience as an advanced 9-level worker
One	Two years of experience as an experienced E9-, E10-, or E11-level worker in a technician or paraprofessional classification
Three	Two years of experience as a first-line supervisor
Three	One year of experience as a second-line supervisor

*\*Equitable Classification Plan Group*

*\*\*One year of college may substitute for one year of experience for a maximum of two years.*

## Q: What is the purpose of this process?

- The Departmental Trainee classification can be used to facilitate career movement for non-professional, non-degreed career employees by allowing them to move into one of 11 specified professional Business and Administrative classifications without losing pay or employment preference rights.

## Q: The Departmental Trainee process is available for which Business and Administrative classes?

- Buyer
- Civil Rights Representative
- Departmental Analyst
- Financial Analyst
- Human Resources Developer
- Occupational Safety Advisor
- Personnel Management Analyst
- Property Analyst
- Regulation Officer
- Rights Representative
- Unemployment Insurance Analyst

*More on the Departmental Trainee Process...→*

**Q: How does the Departmental Trainee process work?**

An employee applies for and is appointed to a position in the Departmental Trainee classification at the pay level of the position being departed. After completing one year of satisfactory service, the employee may be reclassified to the 10 level in the specialized area of work (Buyer, Financial Analyst, etc.). After attaining an additional year of satisfactory professional experience, the employee may be reclassified to the E11 level. Reclassification to the 12 level is possible if senior standards have been developed, and senior level work is assigned. If reclassification to the higher level would result in a pay decrease, the employee would remain at the 9 level.

An employee who fails to meet the requirements for promotion to the 10 or E11 classification would remain in the Departmental Trainee classification for additional training or be returned to their former classification and pay range.

**Q: What happens to pay?**

- To help ensure the employee's pay level is maintained, the pay range of this classification extends from the entry level of the professional class to the maximum range of the advanced (12) level. This can protect the pay of the employee who is currently earning more than the entry level of the new professional classification.
- The only exception is if the trainee earns more than the maximum pay rate of the Departmental Trainee classification. In this case, the employee would be paid the lesser of the two rates.

**Q: What would happen during a RIF?**

- In a Reduction in Force (RIF), an employee entering the Departmental Trainee classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

**Q: How does the Departmental Trainee process help employees?**

- The Departmental Trainee process can help non-professional, non-degreed employees move into an entry-level professional position without losing pay or employment preference rights.

**Q: Questions?**

- If you have questions about this information, or would like to schedule an appointment with one of our Lansing Office career planning consultants, call (517) 373-3030 or 1-800-788-1766; or contact the Civil Service Detroit Regional Office at (313) 456-4400.